

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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PHILIP L. BROWNING
Director

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Chief Deputy



ADOPTED

**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

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October 27, 2009

21-B OCTOBER 27, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012


SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO EXPAND THE GREATER AVENUES FOR
INDEPENDENCE VOCATIONAL INTERMEDIARY AND DIRECT SERVICES
AGREEMENT TO INCLUDE THE COMMUNITY SERVICE BLOCK GRANT
AMERICAN RECOVERY AND REINVESTMENT ACT GENERAL RELIEF YOUTH
SUBSIDIZED EMPLOYMENT PROGRAM
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) recommends expanding the Transitional Subsidized Employment (TSE) program to include the Community Service Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Youth Subsidized Employment program which will provide subsidized employment to a minimum of 425 job-ready General Relief (GR) participants between the ages of 18-24. TSE is one of the programs provided under the Greater Avenues For Independence (GAIN) Vocational Intermediary and Direct Services Agreement with the City of Hawthorne (a.k.a. the South Bay Workforce Investment Board [SBWIB]).

IT IS RECOMMENDED THAT YOUR BOARD:

- 1) Delegate authority to the Director of DPSS to execute an amendment (substantially similar to the attached amendment) to the GAIN Vocational Intermediary and Direct Services Agreement with the City of Hawthorne effective October 28, 2009, or upon the Director's approval, whichever is later, through June 30, 2010. The amendment increases the Fiscal Year (FY) 2009-10 total from \$160,968,016 to an estimated \$170,848,016, an increase of \$9,880,000.

DPSS expects to receive \$11.6 million in CSBG ARRA funds. Of this total, \$9,880,000 is for the CSBG ARRA GR Youth Subsidized Employment program and the remaining \$1,720,000 is for administrative and support services. The CSBG ARRA GR Youth Subsidized Employment program will include an employment support services component to address barriers to obtaining and maintaining employment. A separate Board Letter will be filed to provide details on the support services component of this program.

- 2) Delegate authority to the Director of DPSS to roll over any unspent CSBG ARRA funds from FY 2009-10, for the period of July 1, 2010 through September 30, 2010. The last day funding can be claimed is September 30, 2010.
- 3) Delegate authority to the Director of DPSS to provide an advance payment to the City of Hawthorne for operational and administrative costs. The advance payment is estimated at no more than one-twelfth of the CSBG ARRA funds for this agreement. The County shall begin to recoup the advanced funds three months prior to the end of FY 2009-10.

PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTIONS

Board approval for the recommended actions will allow DPSS, under the CSBG ARRA GR Youth Subsidized Employment program, to place a minimum of 425 GR young adults between the ages of 18-24 in subsidized employment for up to 40 hours per week at \$10 per hour. Priority will be given to former foster care youth. In addition, 25 subsidized employment slots will be reserved for foster care youth currently in the Department of Children and Family Services Foster Care program. Our goal is to place as many participants as our funding allows. The new enrollment will begin in November 2009.

The City of Hawthorne contract provides TSE program services for the CalWORKs participants. This amendment, funded by CSBG ARRA, will serve GR youth ages 18-24.

Currently, the City of Hawthorne plays a central role as the employer of record for all subsidized employment placements, including County Departments and both public and private (for profit and non-profit) sector slots. In addition, the Contractor already possesses the requisite expertise, experience and resources to administer a subsidized employment program. For example, their existing TSE program includes Paid Work Experience and on-the-job training.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan, Goal 1: Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services and Goal 2: Children, Family and Adult Well-Being: Enhance economic and social outcomes through integrated and cost effective and client-centered supportive services.

FISCAL IMPACT/FINANCING

DPSS expects to receive an estimated \$11.6 million in CSBG ARRA funds. Of this total, \$9,880,000 is for the CSBG ARRA GR Youth Subsidized Employment program and the remaining \$1,720,000 is for administrative and support services.

The Maximum Contract Amount of \$9,880,000 for CSBG ARRA GR Youth Subsidized Employment Services is for the period October 28, 2009 through June 30, 2010. The program is fully funded by CSBG ARRA funds. There is no net County cost impact. The \$9,880,000 is included in the Department's final FY 2009-10 Adopted Budget. A separate Board Letter will be filed to provide details on the support services component of this program which will address the barriers to obtaining and maintaining employment.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board letter and Amendment has been reviewed by County Counsel and the Amendment will be approved prior to execution.

The award of this contract will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and county regulations. The contract includes performance outcome measures that measure the Contractor's performance. The Contractor will not be asked to perform services which will exceed the contract's scope of work and/or term of the contract.

On May 8, 2007, the County received approval from the California Department of Social Services to negotiate without a competitive solicitation for the current contract with the City of Hawthorne, a local government agency. The California Department of Social Services' Purchase of Services, Manual Letter 23-650, states that contracts may be negotiated without formal advertising for any service rendered by a local government agency, public university, public college, or other public educational institution.

On October 1, 2009, the County received approval from the Department of Community Services and Development to amend the current City of Hawthorne contract to include the CSBG ARRA GR Youth Subsidized Employment Program.

The Amendment is consistent with CSBG ARRA requirements to create jobs for qualified low-income individuals. The City of Hawthorne/SBWIB fits the CSBG ARRA category of assisting those who are the most impacted by the recession. This agency has for many years successfully managed a subsidized employment program for our CalWORKs participants. It is a public entity with which we can enter into a sole source agreement under the Department of Community Services and Development procurement rules to provide similar subsidized employment services to our GR youth participants.

IMPACT ON CURRENT SERVICES


Approval of the recommendation will enable DPSS to provide subsidized employment to youths in the GR program. The recommended action will not infringe on the role of the County in relation to its residents and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

The cities of Los Angeles, Long Beach, Pasadena, Duarte, Monrovia, Sierra Madre, Arcadia, South Pasadena, and the unincorporated area of Altadena receive CSBG ARRA funds directly. Therefore, residents in these areas will not be served under the County's CSBG ARRA GR Youth Subsidized Employment Services program.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,



Philip L. Browning
Director

PLB:EK:dj

Attachment

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors
Community Action Board

**AMENDMENT NUMBER TWO
TO THE GAIN VOCATIONAL INTERMEDIARY AND
DIRECT SERVICES AGREEMENT**

Reference is being made to the document entitled "GAIN Vocational Intermediary and Direct Services Agreement by and between County of Los Angeles and City of Hawthorne," dated July 1, 2007 and further identified as COUNTY Contract #COH07001, Change Notice Number One, dated February 19, 2008, Amendment Number One, dated July 1, 2009 and Change Notice Two, dated October 6, 2009, herein referred to as "Agreement."

Effective upon the signature of the Director of the Department of Public Social Services, the Agreement is amended as follows:

1. Section IV: MAXIMUM AGREEMENT AMOUNT, Subsection 1.0 is revised as follows.

1.0 The total maximum amount for this Contract is \$186,980,082 for the three-year period, conditioned upon the availability of funding. The maximum Contract amount for each fiscal year shall be as follows:

1.1 Fiscal Year 2007-08 \$8,038,795

1.1.1 Transitional Subsidized Employment (TSE) is \$6 million for FY 2007-08 which is included in the total amount in 1.1 referenced above.

1.1.2 Work Study is \$1 million for FY 2007-08 which is included in the total amount in 1.1 referenced above.

1.1.3 GAIN Vocational Services is \$1,038,795 for FY 2007-08 which is included in the total amount in 1.1 referenced above.

1.2 Fiscal Year 2008-09 \$8,093,271

1.2.1 TSE is \$6 million for FY 2008-09 which is included in the total amount in 1.2 referenced above.

1.2.2 Work Study is \$1 million for FY 2008-09 which is included in the total amount in 1.2 referenced above.

1.2.3 GAIN Vocational Services is \$1,093,271 for FY 2008-09 included in the total amount in 1.2 referenced above.

1.3 Fiscal Year 2009-10 \$170,848,016

1.3.1 TSE is \$153,189,000 for FY 2009-10 which is included in the total amount in 1.3 referenced above.

1.3.2 Work Study is \$6,628,000 for FY 2009-10 which is included in the total amount in 1.3 referenced above.

- 1.3.3 WtW Vocational Services is \$1,151,016 for FY 2009-10 which is included in the total amount in 1.3 referenced above.
- 1.3.4 CSBG ARRA GR Youth Subsidized Employment is \$9,880,000 for FY 2009-10 which is included in the total amount in 1.3 referenced above.
- 1.4 COUNTY shall not be liable in any event for payment in excess of this maximum amount.
- 1.5 CONTRACTOR shall not exceed each year's annual budgeted amount and shall not roll-over unspent money to the following fiscal year.
- 1.6 Funds for Transitional Subsidized Employment and Work Study in FY 2009-10 are contingent upon the availability of Emergency Contingency Funds (ECF). On February 17, 2009, the President signed the American Recovery and Reinvestment Act of 2009 (ARRA) which establishes the ECF for subsidized employment. ECF will provide 80% of the cost a County incurs in subsidized employment program and counties must cover the remaining 20%. Based on ECF guidelines, the supervision costs will count toward the 20%; therefore, the CONTRACTOR shall contribute supervision costs as in-kind and/or cash toward the 20% matching funds. CONTRACTOR is responsible for this 20% match.
- 1.7 All CSBG ARRA services are conditioned upon the receipt of CSBG ARRA funds.
- 1.8 CONTRACTOR shall not use any part of the CSBG ARRA funds in combination with any other funds or for a purpose other than that of making payments for costs allowable for Recovery Act projects.
- 1.9 COUNTY may amend the Maximum Agreement Amount if the funding is altered or stopped. The COUNTY's obligation is dependent upon the initial and continuing receipt of CSBG ARRA funding.

2. Section V, COMPENSATION, Subsection 5.0, Subsection 5.1 is added as follows:

- 5.1 COUNTY may directly compensate CSBG ARRA GR Youth Subsidized Employment and any future direct service provider for allowable net costs incurred by direct service provider in performing services funded by CSBG hereunder, pursuant to the agreements for CSBG ARRA GR Youth Subsidized Employment not to exceed the maximum amount as specified in Section IV, Maximum Agreement Amount. However, to the greatest extent possible, nonfinancial agreements shall be pursued first.

3. **Section V, COMPENSATION, Subsection 6.0, Subsection 6.1 is added as follows:**
- 6.1 CONTRACTOR certifies and shall require all direct service providers to certify that the services being provided would not otherwise be available to participants free of charge, in the absence of available CSBG ARRA funding.
4. **Section V, COMPENSATION, Subsection 8.0 is added as follows:**
- 8.0 CONTRACTOR can use CSBG ARRA funds to pay for the training costs such as tuition and materials for GROW participants who are receiving classroom training for any trade including green collar jobs. However, no CSBG ARRA funding can pay for wages, benefits, stipends or training costs for any person to perform any labor or construction work, or to receive on-the-job training for labor and construction skill on an actual job site.
5. **Section V, COMPENSATION, Subsection 9.0 is added as follows:**
- 9.0 CONTRACTOR cannot use CSBG ARRA funds to support any labor, materials or personnel costs associated with actual construction projects, including but not limited to:
- Weatherization
 - Installation of water heaters
 - Green Plumbing
 - Major or minor home retrofits
 - Residential or commercial solar projects
 - Wind power generation
6. **Section V, COMPENSATION, Subsection 10.0 is added as follows:**
- 10.0 All expenditures through CSBG ARRA funding must remain separate from Emergency Contingency Funds, Transitional Subsidized Employment, Work Study and GAIN Vocational Services program funding. CONTRACTOR shall use the invoice format attached to this Agreement (Attachment C-4).
7. **Section VI: INVOICES AND PAYMENTS, Subsection 1.0, Subsection 1.1 is added as follows:**
- 1.1 CONTRACTOR shall invoice actual costs, using the monthly invoice format (Attachment C-4) each month for administrative costs associated with CSBG ARRA GR Youth Subsidized Employment. Monthly CSBG ARRA GR Youth Subsidized Employment invoices are due by the tenth (10th) of the month following the month in which services were provided, or payment may be delayed.
- 1.1.1 The final invoice for the current term of the Agreement shall be determined on an accrual basis, due by the 15th of the month immediately following the final month of the Agreement. COUNTY shall not be liable for any invoice received more than ten (10) calendar days following the final invoice due date.

1.1.2 COUNTY shall process the final invoice within 30 days of receipt from CONTRACTOR.

1.1.3 CONTRACTOR shall provide COUNTY with documentation to support payments being made on the final invoice.

1.1.4 CONTRACTOR shall maintain separate client files, claiming and accounting records of all CSBG ARRA funds received and expended under this Agreement to ensure transparency and accountability. The CSBG ARRA funding can be used in conjunction with other funding sources as necessary to complete the CSBG ARRA GR Youth Subsidized Employment services program, but expenditures shall be tracked and reported separately so that they are clearly distinguishable from non-ARRA funds and other ARRA funding. CONTRACTOR shall not commingle CSBG ARRA funds with any other funding received for other programs. A separate audit will be required for CSBG ARRA.

8. Section VI, INVOICES AND PAYMENTS, Subsection 15.0, Subsection 15.2 is added as follows:

15.0 Advance Payment Request and Adjustments for Previously Advanced Funds

15.2 At COUNTY's sole discretion, funds may be advanced to CONTRACTOR as soon as the COUNTY receives the CSBG ARRA funds. Advance funds will cover payroll obligations that are expected to be substantial during the implementation of expanded subsidized employment under the CSBG ARRA GR Youth Subsidized Employment program. The advancement of funds must be in compliance with all applicable rules and regulations including California Government Code Section 11019.5 which requires that advance funds are essential to effect the implementation of the program. Also, the advancement of funds should comply with 45 CFR, the American Recovery and Reinvestment Act 2009, which states that "Advances shall be limited to the minimum amounts needed and shall be timed to be in accord only with the actual, immediate cash requirements of the recipient organization in carrying out the purposes of the agreement." (This is from CFR)

15.2.1 CONTRACTOR may request an advance not to exceed one twelfth of the estimated FY 2009-10 Agreement amount found in Section IV, MAXIMUM AGREEMENT AMOUNT, Subsection 1.0, Sub-subsection 1.3 for the CSBG ARRA GR Youth Subsidized Employment. CONTRACTOR may request advanced funds at the start of FY 2009-10 via an invoice clearly labeled Advance Invoice. CONTRACTOR must provide all necessary information and documentation as required by the COUNTY to ensure compliance with all applicable rules and regulations. The Advance Invoice should be supported by documentation justifying the requested amount including

information that is essential to effect the implementation of the program. The documentation should provide for the projected number of participants and the associated costs necessary for carrying out the Agreement's scope of work. COUNTY reserves the right to reduce the advance amount at its discretion. Advances must be repaid to COUNTY three months prior to June 30th of the current fiscal year.

9. Section IX: FURTHER TERMS AND CONDITIONS, Subsection 51.0, Subsection 51.14, is added as follows:

51.14 CONTRACTOR shall conduct a risk assessment of potential direct service providers to verify that provider is aware of the CSBG ARRA requirements and has the internal controls and capacity to administer the program. The risk assessment shall include a review of the following factors before awarding a contract to a direct service provider:

- Overall preparedness to track, monitor, and report on CSBG ARRA funds and to comply with ARRA provisions.
- Sufficient level of personnel to manage the CSBG ARRA programs.
- Staff is adequately trained to implement the CSBG ARRA provisions.
- Capability to clearly distinguish CSBG ARRA separately.
- Financial and operational systems are configured to manage and control CSBG ARRA funds.
- CSBG ARRA funds are used for authorized purposes, and the potential for fraud waste, error, and abuse are minimized and mitigated.
- Reporting mechanisms are in place to report the required data timely and accurately.
- Subcontractor has been provided the new requirements, conditions, and guidance.

10. Attachment A, Statement of Work, Section 1.0 GENERAL, Subsection 1.1 Scope of Work, Subsection 1.1.4 is added as follows:

1.1.4 CONTRACTOR shall provide intermediary services including entering into direct services agreements with agencies that will provide CSBG ARRA GR Youth Subsidized Employment to job ready GROW participants 18-24 years of age. The specific goal of these services is to transition from subsidized to unsubsidized employment that leads to self-sufficiency for GROW participants.

1.1.4.1 Eligible participants serviced under the CSBG ARRA GR Youth Subsidized Employment program must be employable youths between the ages of 18-24 currently in the General Relief Opportunities for Work (GROW) program.

- 1.1.5 CONTRACTOR shall not provide services to residents in the cities of Los Angeles, Long Beach, Pasadena, Duarte, Monrovia, Sierra Madre, Arcadia, South Pasadena, and the unincorporated area of Altadena. These cities receive CSBG ARRA funds directly. Therefore, CONTRACTOR shall not serve residents of these cities under the County's CSBG ARRA GR Youth Subsidized Employment program.
- 1.1.6 In the event of conflict between Agreement Section IX, Further Terms and Conditions, and the CSBG ARRA requirements contained in the Statement of Work of this Amendment, the Amendment takes precedent.
11. **Attachment A, Statement of Work, Section 2.0 DEFINITIONS, is revised to include the following definitions:**

2.53 ARRA GR Youth Subsidized Employment

A federally funded program through the American Recovery and Reinvestment Act of 2009, for the purpose of providing employable GROW participants ages 18-24 years old in the County's GR Program with subsidized employment. The goal of this program is to assist GROW participants in transitioning from subsidized to unsubsidized employment.

2.54 CSBG ARRA Monthly Activity Report (MAR)

The report provided monthly to the CCA, as, outlined in Attachment A, Statement of Work and Technical Exhibits, Section 5.0, Specific Tasks, such as progress, program accomplishments and statistical data.

2.55 General Relief

General Relief (GR) is a County-funded program that provides financial assistance to indigent adults who are ineligible for federal or State programs.

2.56 General Relief and Food Stamp Program Division

A division within DPSS, with responsibility for the administration of the GROW Program.

2.57 GROW

Acronym for "General Relief Opportunities for Work," a Los Angeles County employment and training program to help employable General Relief (GR) participants obtain jobs and achieve self-sufficiency. GROW participants are required to participate in GROW activities for 20 hours per week.

2.58 GROW Participants

General Relief recipients who are currently enrolled in the GROW program.

2.59 GROW Case Manager

A county staff person responsible for providing case management and referring individuals to appropriate GROW activities.

2.60 Maintaining, Preparing and Producing Executive Reports (MAPPER)

The automated data management system used to support the GROW program in Los Angeles County. Its functions include: tracking participants' activities in the program, authorizing payments, generating reports, and maintaining inventories of available resources.

12. Attachment A, Statement of Work, Section 3.0 COUNTY FURNISHED ITEMS, Subsection 3.4, Materials, is revised to include:

3.4 Materials

- 3.4.8 GROW County Plan and updates.
- 3.4.9 All GROW forms for both CONTRACTOR and direct service providers at start-up and ongoing, as needed.
- 3.4.10 A list of GROW priority occupations based on Los Angeles County Office of Education Assessors recommendations, legislative and/or regulatory revisions, and GROW Policy.
- 3.4.11 A supply of Civil Rights Complaint forms, PA 607, for use by GROW participants in reporting Civil Rights complaints.
- 3.4.12 Schedule of Expenditures of Federal Awards (SEFA) forms for CONTRACTOR and direct service providers to specifically identify ARRA funding. The SEFA information is needed by federal and State agencies to properly monitor expenditures of ARRA funds.

13. Attachment A, Statement of Work, Section 4.0, CONTRACTOR FURNISHED ITEMS, Subsection 4.2. Equipment is revised as follows:

Except for the equipment listed in Section 3.1 of this Statement of Work, CONTRACTOR shall provide all equipment necessary to provide the services required in this Agreement.

- 4.2.1 To the greatest extent practicable, CONTRACTOR shall ensure all equipment and products purchased by CONTRACTOR with CSBG ARRA funds are American made.
- 4.2.2 CONTRACTOR shall obtain three competitive quotes for purchases over \$500.
- 4.2.3 CONTRACTOR shall obtain COUNTY approval for any purchase of equipment of over \$500.

14. **Attachment A, Statement of Work, Section 5.0, SPECIFIC TASKS, Subsection 5.2, Subsections 5.2.13 through 5.2.23 are added as follows to include CSBG ARRA GR Youth Subsidized Employment:**

5.2 Intermediary Services

- 5.2.13 CONTRACTOR shall act as intermediary between COUNTY and CSBG ARRA GR Youth Subsidized Employment providers.
- 5.2.14 CONTRACTOR shall maintain sufficient CSBG ARRA GR Youth Subsidized Employment slots to provide work assignments to GROW participants. When slots are not sufficient to meet the needs of the DPSS GROW sites CONTRACTOR shall:
- 5.2.14.1 Immediately work to develop new resources;
- 5.2.14.2 Notify COUNTY of its efforts to develop more placement slots and the time frames of the development.
- 5.2.15 CONTRACTOR shall develop criteria, with COUNTY approval, for evaluating CSBG ARRA GR Youth Subsidized Employment agreements and direct service providers.
- 5.2.16 CONTRACTOR shall ensure CSBG ARRA GR Youth Subsidized Employment direct service providers employ enough bilingual personnel to provide services to participants and provide materials in the languages specified by COUNTY, including, but not limited to, English, Spanish, Vietnamese, Cambodian, Armenian, Tagalog, Chinese, Russian, and Korean.
- 5.2.17 CONTRACTOR shall enter into nonfinancial agreements. The Contractor can execute nonfinancial agreements with public or private non-profit vendors to provide CSBG ARRA GR Youth Subsidized Employment services in accordance with Section IX., Further Terms and Conditions, Subsection 51.0, Subcontracting.
- 5.2.18 CONTRACTOR shall perform the intermediary services specified in this Section 5.2, for those County Departments and agencies designated by COUNTY as CSBG ARRA GR Youth Subsidized Employment work sites for GROW participants. CONTRACTOR's relationship with County Departments other than DPSS may be subject to requirements of those County Departments.
- 5.2.18.1 CONTRACTOR shall ensure, per COUNTY, requirements that all employees in the designated County Departments and direct services agencies perform in accordance with the CSBG ARRA GR Youth Subsidized Employment work site provider requirements specified by CONTRACTOR.

- 5.2.18.2 In providing CSBG ARRA GR Youth Subsidized Employment work sites, employees in the designated County Departments and agencies will comply with all contractual requirements applicable to such Departments, and all current and future DPSS directives.
- 5.2.18.3 All CONTRACTOR's nonfinancial CSBG ARRA GR Youth Subsidized Employment agreements shall include a provision(s) requiring all work site employees charged with oversight of GROW participants maintain the program's integrity and avoid any conflict of interest in its administration as directed by the CONTRACTOR.
- 5.2.19 CONTRACTOR shall negotiate waivers of any mandatory across-the-board fees (i.e., registration, I.D., etc.) with CSBG ARRA GR Youth Subsidized Employment direct service providers.
- 5.2.20 CONTRACTOR shall ensure that CSBG ARRA GR Youth Subsidized Employment direct service providers conform to Federal and State laws and regulations, County ordinances, County's GR plan and DPSS policy and procedures.
- 5.2.21 CONTRACTOR shall receive and process all claims filed by GROW participants for Worker's Compensation. This includes, but is not limited to, notifying the State, and all necessary insurance agencies, and making a report to the State within twenty-four hours from receipt of all claims filed by GROW participants for Worker's Compensation injuries or illnesses which occur at CSBG ARRA GR Youth Subsidized Employment work sites. In addition, CONTRACTOR shall work with the State of California Insurance Fund to resolve all claims to the benefit of COUNTY.
- 5.2.22 Upon COUNTY request, CONTRACTOR shall forward to COUNTY any information/documentation received directly from CSBG ARRA GR Youth Subsidized Employment direct service providers concerning each program's requirements/features not found in the GROW policy provided by COUNTY.
- 5.2.23 CONTRACTOR shall ensure that Equal Employment Opportunity and Confidentiality is maintained by CSBG ARRA GR Youth Subsidized Employment direct service providers.

15. **Attachment A, Statement of Work, Section 5.0, SPECIFIC TASKS, Subsection 5.4, Subsections 5.4.4 through 5.4.9 are added as follows to include CSBG ARRA GR Youth Subsidized Employment:**

5.4 Operational Support

- 5.4.4 CONTRACTOR shall ensure CSBG ARRA GR Youth Subsidized Employment direct service providers are available for consultation in the event compliance procedures are initiated by the COUNTY against CONTRACTOR.
- 5.4.5 CONTRACTOR shall respond to inquiries from and be responsive to DPSS' Bureau of Program and Policy (BPP), Program Sections and GROW Case Managers.
- 5.4.6 CONTRACTOR shall ensure all CSBG ARRA informational material made available to the general public, including but not limited to newsletters, bulletins, flyers, advertisements, forms and signs include the following phrase: "This project, program or service is funded in whole or in part by the American Recovery and Reinvestment Act of 2009 in cooperation with the California Department of Community Services and Development."
- 5.4.7 CONTRACTOR shall register with the State's Central Contractor Registration (CCR) and obtain a Dun and Bradstreet Universal Numbering System (DUNS) number. CONTRACTOR shall maintain an active and current registration for the duration of the contract term.
- 5.4.8 Where some CSBG ARRA requirements lack specificity, COUNTY shall provide CONTRACTOR with specific ARRA requirements as they are made available by the Federal and State government. Such requirement shall be binding on the CONTRACTOR.

16. **Attachment A, Statement of Work, Section 5.0, SPECIFIC TASKS, Subsection 5.5, Subsections 5.5.4 and 5.5.5 are added as follows to Include CSBG ARRA GR Youth Subsidized Employment:**

5.5 Reporting Tasks

- 5.5.4 For the CBBG ARRA GR Youth Subsidized Employment program, CONTRACTOR shall prepare and submit the CSBG ARRA Monthly Activities Report (MAR), as provided in Statement of Work, Technical Exhibit 6.3, hereunder. The CSBG ARRA MAR format shall be developed by CONTRACTOR upon beginning of the Agreement. The CSBG ARRA MAR format is subject to COUNTY's pre-approval. The CSBG ARRA MAR shall be submitted to the CCA with CONTRACTOR's monthly invoice by the tenth (10th) of each month for the prior month's

services. The CSBG ARRA MAR shall include the immediate prior month's services. If any other month's services, other than the previous month's services, are reported in the CSBG ARRA MAR, CONTRACTOR shall attach a detailed explanation for the late report and the planned corrective action.

5.5.5 Reporting Tasks for CSBG ARRA GR Youth Subsidized Employment:

CONTRACTOR shall provide a report to CCA indicating the number of GROW participants entering subsidized employment, number of hours in subsidized employment, type of job, start date, completion date, termination reason, and the number of GROW participants who obtain unsubsidized employment, including number of hours, and number with a 90-day retention rate in unsubsidized employment. The CSBG ARRA NPI Program Report (CSD 901) (Attachment S) will capture the CONTRACTOR's success in accomplishing one or more of the National Performance Indicators (NPI). This Report is to be completed by CONTRACTOR and submitted with the MAR on a monthly basis. Also, the Report shall be provided by CONTRACTOR to COUNTY upon request.

- 17. Attachment A, Statement of Work, Section 5.0, SPECIFIC TASKS, Subsection 5.6.1 is added as follows to include CSBG ARRA GR Youth Subsidized Employment:**

5.6 Training

5.6.1 CONTRACTOR shall provide orientation and training to all direct service providers' staff such as the CSBG ARRA GR Youth Subsidized Employment staff who work directly with GROW participants. The training is to be provided within thirty (30) days from the date of employment for each new staff member, and on an as-needed basis, thereafter.

- 18. Attachment A, Statement of Work, Section 5.0, SPECIFIC TASKS, Subsection 5.9 is added as follows to include CSBG ARRA GR Youth Subsidized Employment:**

5.9 CSBG ARRA GR Youth Subsidized Employment

5.9.1 CONTRACTOR shall provide intermediary services by providing the CSBG ARRA GR Youth Subsidized Employment to GROW participants, in an effort to secure unsubsidized employment in career ladder employment.

5.9.2 CONTRACTOR shall, in the event of limited revenue, give priority in the referral of the GROW participant to CSBG ARRA GR Youth Subsidized Employment program to former foster care youth, who are 18 to 24 years old.

5.9.3 CONTRACTOR shall coordinate activities in cooperation with GROW Case Managers and shall include ongoing recruitment efforts at the GAIN Regional, GROW and Los Angeles County Office of Education offices.

5.9.4 CONTRACTOR shall comply with all employment codes and laws and abide by fair employment practice

5.9.5 One Stop Career Centers

5.9.5.1 CONTRACTOR shall implement the Services mentioned in Paragraph 5.9.1 herein, in a manner that is accessible to GROW participants throughout Los Angeles County by using One Stop Career Centers that CONTRACTOR has an agreement with to provide CSBG ARRA GR Youth Subsidized Employment services.

5.9.5.2 CONTRACTOR shall provide ongoing follow-up services to support the GROW participants in successfully entering into unsubsidized employment.

5.9.5.3 CONTRACTOR shall assign one or more One Stop Career Centers to serve each DPSS GROW office and provide the following specific tasks in addition to the services already provided at the One Stop Career Centers.

5.9.4.3.1 Refer participants to contracted worksite/classroom training provider for the purpose of entering Subsidized Employment or classroom training;

5.9.5.4 CONTRACTOR shall ensure that the One Stop Career Centers provide written notification immediately to the GROW liaison if they are unable to refer participants to contracted worksite/classroom training providers within five (5) workdays from the date that the participant was referred to the CONTRACTOR.

5.9.5.5 CONTRACTOR shall ensure that the One Stop Career Centers with whom CONTRACTOR has an Agreement with to provide CSBG ARRA GR Youth Subsidized Employment services, notify the assigned GROW Case Manager within one (1) workday if and when the GROW participant does not attend or decides to drop the Program.

5.9.5.6 CONTRACTOR shall ensure that the One Stop Career

5.9.5.6 CONTRACTOR shall ensure that the One Stop Career Centers with whom CONTRACTOR has an agreement with to provide CSBG ARRA GR Youth Subsidized Employment services provide transportation and ancillary support services to GROW participants only on an emergency basis.

5.9.5.7 CONTRACTOR shall ensure that the One Stop Career Centers refer all GROW participants to support services provider either prior to or concurrent with t employment.

5.9.6 Payroll Services

5.9.6.1 CONTRACTOR will provide payroll services to GROW participants participating in the CSBG ARRA GR Youth Subsidized Employment program.

5.9.6.2 CONTRACTOR shall ensure that paychecks are distributed to GROW participants on designated paydays. CONTRACTOR shall record receipt of paychecks by GROW participants. CONTRACTOR shall be solely responsible for accuracy of paychecks.

5.9.6.4 CONTRACTOR shall be the employer of record.

19. **Attachment A, Statement of Work, Section 5.0, SPECIFIC TASKS, Subsection 5.10 is added as follows to include CSBG ARRA GR Youth Subsidized Employment:**

5.10 CSBG ARRA Performance Measures

5.10.1 CONTRACTOR shall place a minimum of 425 GROW participants in the CSBG ARRA GR Youth Subsidized Employment program by March 31, 2010.

5.10.2 CONTRACTOR shall achieve a placement rate of 70 percent per month of all GROW participants referred to the CSBG ARRA GR Youth Subsidized Employment program.

5.10.3 CONTRACTOR shall ensure that at least 50 percent of those GROW participants placed in the CSBG ARRA GR Youth Subsidized Employment program, retain the job for at least three months or be placed in unsubsidized employment at anytime within the three-month period.

20. **Attachment A, Statement of Work, Section 6.0 Technical Exhibits, Subsection 6.1.3 Performance Requirements Summary Chart - Attachment I, is added and attached hereto.**

21. **Attachment A, Statement of Work, Section 6.0 Technical Exhibits, Technical Exhibit 6.3, CSBG ARRA Monthly Activities Report (MAR), is added and attached hereto.**
22. **Attachment B-2, CONTRACTOR'S Budget, for CSBG ARRA GR Youth Subsidized Employment Program, is added and attached hereto.**
23. **Attachment C-4, Monthly Invoice-CSBG ARRA GR Youth Subsidized Employment Program-City of Hawthorne, is added and attached hereto.**
24. **Attachment S, CSBG ARRA NPI Program Reports, is added and attached hereto:**

All other terms and conditions of the Agreement remain in full force and effect.

TECHNICAL EXHIBIT 6.3

CSBG ARRA MONTHLY ACTIVITIES REPORT (MAR)

(PER STATEMENT OF WORK, SUBSECTION 5.5.4)

- 6.3.1 For the CSBG ARRA GR Youth Subsidized Employment program, CONTRACTOR will develop the format for the Monthly Activities Report (MAR), to be pre-approved by COUNTY, within ten (10) business days of Agreement approval. The MAR will be submitted with CONTRACTOR's invoice, by the tenth (10th) of each month for the prior month's services. The MAR, at a minimum, will include, but not be limited to, the following information:
 - 6.3.1.1 CONTRACTOR's Monthly Operational/Administrative costs invoice.
 - 6.3.1.2 CONTRACTOR's Quarterly Operational/Administrative reconciliation invoice sent during the reporting month.
 - 6.3.1.3 Any new agreements entered into or in the process of entering into with direct service providers.
 - 6.3.1.4 A monitoring report summary for each GROW participant's work site and direct service provider monitored by CONTRACTOR during the report month.
 - 6.3.1.5 A detailed summary of any task(s) CONTRACTOR has in progress or has completed which shall include, but is not limited to:
 - 6.3.1.5.1 Any surveys CONTRACTOR has/will conduct;
 - 6.3.1.5.2 Any outstanding corrective actions as a result of CONTRACTOR's monitoring;
 - 6.3.1.5.3 Worker's Compensation claims and confirmation that the claims are processed within 24 hours;
 - 6.3.1.6 CONTRACTOR's suggested program improvements and/or acquisition and removal of inventory.
 - 6.3.1.7 CONTRACTOR shall provide COUNTY with performance data of each GROW participant enrolled in education and employment training courses from enrollment to completion, even if completion is after the term of this Agreement.
 - 6.3.1.8 CONTRACTOR shall provide COUNTY with data on each GROW participant who received ongoing assessment, job development and placement management services.

The Director of the Department of Public Social Services and CONTRACTOR, through its authorizing officer, has caused this Amendment Number Two to be executed on the _____ day of _____ 2009. The person (s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

COUNTY OF LOS ANGELES

By _____
Philip L. Browning, Director
Department of Public Social Services

CITY OF HAWTHORNE

By _____
Jag Pathirana, Interim City Manager

APPROVED AS TO FORM:

APPROVED

By _____
Jack Ballas, Attorney at Law

By _____
Russell Miyahira, Acting City Attorney

APPROVED AS TO FORM:

ROBERT KALUNIAN
ACTING COUNTY COUNSEL

By _____
Janice Kasai, Deputy County Counsel

Attachment I to Technical
Exhibit 6.1.

REFERENCE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION (AQL)	METHOD OF MONITORING	MONTHLY UPI POINTS FOR EXCEEDING THE AQL
Section VI., Invoices and Payments, Subsection 1.1; Statement of Work, Subsection 5.5.4	Provide CSBG ARRA Monthly Activities Report and Invoices by 10th of each month for the prior month's services.	0.0%	100% Review MAR/ Invoices	3 points per each day late
Statement of Work Subsection 5.10.1	Contractor shall place a minimum of 425 GROW participants in the CSBG ARRA GR Youth Subsidized Employment Program by March 31, 2010 and maintain that number of GROW participants in the Program until the end of the Agreement.	0.0 %	100% Review/MAR	10 points per each performance measure requirement not met
Statement of Work Subsection 5.10.2	CONTRACTOR shall maintain an employment placement rate of 70 percent per month of all GROW participants referred to the CSBG ARRA GR Youth Subsidized Employment Program.	0.0 %	100% Review/MAR	10 points per each performance measure requirement not met

REFERENCE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION (AQL)	METHOD OF MONITORING	MONTHLY UPI POINTS FOR EXCEEDING THE AQL
Statement of Work Subsection 5.10.3	CONTRACTOR shall ensure 70 percent of all GROW participants placed in the CSBG ARRA GR Youth Subsidized Employment Program are retained on the job for six months, or placed in unsubsidized employment at anytime within the six months	0.0	100% Review/MAR	10 points per each performance measure requirement not met
Further Terms and Conditions Section 51.0 Subcontracting	Direct Service Provider Risk Assessment conducted to ensure provider is aware of CSBG/ARRA requirements and has internal controls and capacity to administer the program	0.0%	100% Inspection	10 points per each insufficient provider

ATTACHMENT B-2
CONTRACTOR'S BUDGET FISCAL YEARS 2009-10
CSBG ARRA GR YOUTH SUBSIDIZED EMPLOYMENT PROGRAM

Prepared:		Total	FY 2009-2010	FY 2010-2011		
LA County GR Budget						
Description		Total Amount	FY 2009-2010 Amount	FY 2010-2011 Amount		
Number of Participants Clinical		215.00	215.00	215.00		
Number of Participants Maintenance		210.00	210.00	210.00		
Hours/Week		36	36.00	36.00		
Wages		50.00	35.25	14.75		
Wages/Hour		10.00	10.00	10.00		
Wages per part.		17,500.00	12,337.50	5,162.50		
Wages for all		7,437,500.00				
FICA 7.65%/hour		0.785	0.785	0.785		
W/C Clinical .81%/hour		0.08	0.08	0.08		
W/C Maintenance .55%/hour		0.06	0.06	0.06		
Total Wages and Ben Part. (Clinical)/hour		10.85	10.85	10.85		
Total Wages and Ben Part. (Maintenance)/hour		11.62	11.62	11.62		
Total Wages and Ben. Clinical		4,080,807.50	2,575,969.25	1,208,838.21		
Total Wages and Ben. Maintenance		4,271,800.00	3,011,833.10	1,260,188.90		
Total Wages and Benefits		8,352,607.50	5,588,602.35	2,469,027.11		
One Stop Costs 1,600/part @ 425/part		680,000.00	680,000.00	-		
Total Program		9,032,607.50	6,268,602.35	2,469,027.11		
Admin Costs Actual						
Payroll fees 1.55/check		16,218.00	11,794.91	4,423.09		
Bank Fees		3,477.50	2,529.09	948.41		
Salaries (see detail below)		371,733.00	270,351.27	101,381.73		
Benefits 52%		190,301.16	140,582.66	52,718.50		
Indirect 17.5%		65,053.28	47,311.47	17,741.81		
Supplies and Postage		22,945.42	20,394.22	2,551.20		
Mileage		34,320.00	24,950.00	9,360.00		
Liability Insurance		140,324.14	98,928.62	41,395.52		
Total Admin (11% or less) (Actual 8.05%)		847,372.50	618,852.15	230,520.35		
Total Cost		9,900,000.00	7,105,454.54	2,699,546.46		
Budget		9,880,000.00	7,105,454.54	2,694,545.46		
Difference		(20.00)	0.00	0.00		
Personnel Detail	Name	Annual Salary	Salary Percent Charged to Program	Nr of Months	Salary Amount Charged to Program	Benefits 52%
Emp Dev Assoc Vicent (Step A)	Vicent (Step A)	43,775.94	100%	11.00	40,127.95	20,866.53
Emp Dev Assoc Vicent (Step A)	Vicent (Step A)	43,775.94	100%	11.00	40,127.95	20,866.53
Emp Dev Assist Vicent (Step A)	Vicent (Step A)	39,898.06	100%	11.00	36,653.06	19,064.79
Emp Dev Assist Vicent (Step A)	Vicent (Step A)	50,711.96	100%	11.00	46,085.96	24,172.70
Emp Dev Assist Vicent (Step A)	Vicent (Step A)	39,996.06	100%	11.00	36,653.06	19,064.79
Emp Dev Assist Carrillo	Carrillo	58,178.00	30.00%	11.00	15,489.23	8,059.80
Sr. Account Ctr Planning	Planning	59,282.00	30.00%	11.00	15,297.06	8,474.47
Ptcl Coordn Carlos	Carlos	115,202.88	15.00%	11.00	15,940.40	8,237.01
Emp Dev Assist Low	Low	42,240.12	10.00%	11.00	3,672.01	2,013.45
Enpl. Dev. Spec Owens	Owens	78,964.00	10.00%	11.00	7,238.37	3,783.85
Emp Dev Assist Hamrick	Hamrick	67,846.00	25.00%	11.00	15,548.04	8,004.98
Enpl. Services Mjolin	Mjolin	115,344.00	2.00%	11.00	2,114.64	1,089.61
E.D. Sr. Admin Smart	Smart	102,108.00	15.00%	11.00	14,035.85	7,300.72
Sr. Enpl. Dev Jimmy C	Jimmy C	108,963.94	16.00%	11.00	15,994.31	8,311.84
Sr. Enpl. Dev Sheldock	Sheldock	108,963.94	20.00%	11.00	19,980.38	10,388.80
Emp Dev Assist Singh, S.	Singh, S.	76,612.06	20.00%	11.00	14,082.21	7,322.75
Enpl. Dev Spec Sweeney	Sweeney	44,333.00	18.25%	11.00	7,419.13	3,857.95
Executive Dns Vorot	Vorot	216,065.00	5.00%	11.00	9,904.35	5,150.26
Emp Dev Assist White	White	60,633.00	25.00%	11.00	13,895.06	7,226.43
		1,471,242.90	7.41		371,735.00	193,301.16
					Total Sal and Ben	50,994.40
						60,994.48
						55,727.84
						70,6

CSBG ARRA GR Youth Subsidized Employment Projections (425)

(November 4 to June 30, 2010 @ \$10.00 per hour)

PROJECT NAME: City of Hawthorne - ARRA GR Youth Subsidized Employment
 CONTRACTOR: City of Hawthorne/SBWIB
 CONTACT PERSON: Sidney D. Smoot
 CONTRACT PERIOD: TELEPHONE NUMBER: 310.970.7796

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	Subsidized Employment	425	\$ (1)	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$ (2)	\$

Total No. Served: 425

Direct Services Total:

\$

\$

(1) Includes salary paid to participants [\$10 per hour for up to 40 hours] and employer tax costs [FICA & Medicare @ 7.65% and WC at a flat rate of \$75.50 per participant]

(2) Includes salary paid to participants [\$10 per hour for up to 20 hours per week for 46 weeks] and employer tax costs [FICA & Medicare @ 7.65% and WC at a flat rate of \$75.50 per participant]

**MONTHLY INVOICE
CSBG – ARRA YOUTH SUBSIDIZED EMPLOYMENT
CITY OF HAWTHORNE**

INVOICE
MONTH: _____

	ACTUAL MONTHLY COSTS	
I. <u>PERSONNEL COSTS</u>		
Salaries (attach Personnel Schedule)		
Fringe Benefits		
PERSONNEL SUBTOTAL (A)		
II. <u>OPERATING COSTS</u>		
EDP Equipment		
Supplies		
Mileage		
Postage		
Equipment (other than EDP)		
Printing		
Provider Training		
Rent		
Utilities		
Telephones		
Employer Tax Contributions for Grant-Diverted WEX		
Other (must be itemized-attach separate sheet)		
OPERATING COSTS SUBTOTAL (B)		
III. <u>INDIRECT COST (17.5% of Personnel Salaries)</u>		
INDIRECT COSTS SUBTOTAL (C)		
IV. <u>DIRECT SERVICES COSTS</u>		
One Stop Services 75%		
One Stop Services 25%		
Paid WEX		
OJT		
Education and Employment Training (Classroom)		
DIRECT SERVICES SUBTOTAL (D)		
TOTAL CSBG ARRA RELATED COSTS PAYABLE TO CITY OF HAWTHORNE (A+B+C+D)		

CONTRACTOR'S Authorizing Signature

Date

County Contract Administrator's Authorizing Signature

Date

ATTACHMENT S
CSBG ARRA NPI PROGRAM REPORTS

ARRA CSBG/NPI PROGRAMS REPORT INSTRUCTIONS

Background:

The CSD 901 (new) report form is used as a Contract form and Monthly Progress. This form is used to establish projections and goals over a 15 months period. The Progress Report will capture the agency's success in accomplishing the goals. The goals and National Performance Indicators (NPI) used in the CSD 901 form are National Goals and Indicators, which CSD is required to annually report to the U.S Health and Human Services Agency (HHS), Office of Community Services (OCS), and the National Association of Community Service Programs (NASCSP).

There are six OCS Goals which CSD is required to track and report outcomes to the NASCSP and OCS. Under each goal are the NPI's that capture these outcomes, which contribute to the accomplishment of the OCS goals.

Completing the NPI form:

This report is created in an Excel template and designed to be completed on the PC using Excel. Please download the template at www.csd.ca.gov under "CSD Contractors">CSBG". The form can then be saved to your PC hard drive and completed. The CSD 901 is one (1) workbook, that consist of seventeen (17) worksheets. At the bottom of the excel screen will be tabs labeled for each goal (1-6) as well as instructions.

Information in the following fields will automatically populate into all other tabs from the GOAL 1 tab, so please ensure accuracy when completing these fields:

Contract Number,
Report Month,
Submission Date,
Contractor's Name,
Contact Person and Title,
Phone Number,
E-mail, and
Fax.

Problem Statement: Problem statements identified must be supported in the needs assessment and goal-setting process. Briefly address the following components:

- o What is the Problem?
- o What is the cause of the problem?
- o Who is affected?
- o Location of those affected?

Program Activities and Delivery Strategies: Enter all of the planned activities and delivery strategies necessary to achieve the National Performance Indicators. Include a description of services along with a brief explanation of how those services will be delivered.

National Performance Indicators: The 17 NPI's are about community action, not just the Community Services Block Grant. Outcomes should be counted and reported from all relevant community action programs and activities. Reference the National Performance Indicator Instruction Manual for detailed information, updated (May 2009) and is available on the first tab in the workbook labeled NPI Instruction Manual and at www.csd.ca.gov under "CSD Contractors">CSBG".

- o Only the first column (1) should be completed for the contract
- o All projections should be numerical.
- o Do not use zeros, percentages, or fractions.
- o If the question or NPI is not applicable to your agency's work, leave the cell blank.
- o Enter data for NPI's that directly relate to your agency's work.
- o All data should reflect the projected outcomes to be tracked during the 15 months ARRA CSBG contract period.
- o Blank rows are used to capture additional indicators that are NOT identified.
- o Submit narrative reports only to describe activities and outcomes that support one or more of the National Performance Indicators in ways that may not be covered by the exact wording of the indicator.

How to Print:

To print the CSD 901, go to file, print and in the "print what" section **choose entire workbook**. The entire workbook option will print each page.

The due date:

The CSD 901 are due the 15th day of the month following the reporting period.. Please refer to page B-4 of the ARRA contract for specific dates.

Where to submit:

The CSD 901 are to be emailed to **csbgrecovery@csd.ca.gov**

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.1		1	2	3	4	5
Employment		Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)
The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:						
A. Unemployed and obtained a job						
B. Employed and maintained a job for a least 90 days						
C. Employed and obtained an increase in employment income and/or benefits						
D. Achieved "living wage" employment and/or benefits						

In the row below, please include any additional indicators for NPI 1.1 that were not captured above.

--	--	--	--	--	--

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.2	1	2	3
Employment Supports The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)
A. Obtained skills/competencies required for employment			
B. Completed ABE/GED and received certificate or diploma			
C. Completed post-secondary education program and obtained certificate or diploma			
D. Enrolled children in "before" or "after" school programs			
E. Obtained care for child or other dependant			
F. Obtained access to reliable transportation and/or driver's license			
G. Obtained health care services for themselves or family member			
H. Obtained safe and affordable housing			
I. Obtained food assistance			
J. Obtained non-emergency LIHEAP energy assistance			
K. Obtained non-emergency WX energy assistance			
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)			
<i>In the row below, please include any additional indicators for NPI 1.2 that were not captured above.</i>			

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.3	1	2	3	4	5	6
Economic Asset Enhancement and Utilization	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)
The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:						

A. ENHANCEMENT

1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits						
2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments						
3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings						

In the row below, please include any additional indicators for NPI 1.3 that were not captured above.

--	--	--	--	--	--	--

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

National Performance Indicator 1.3 (Continued)	1	2	3	4	5	6
Economic Asset Enhancement and Utilization	Number of Participants Projected to be Served for Contract Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (%)	Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)
The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:						

B. UTILIZATION

1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days						
2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings						
3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings						

3. Of participants in a community action asset development program (IDA and others):

a. Number and percent of participants capitalizing a small business with accumulated savings						
b. Number and percent of participants pursuing post-secondary education with accumulated savings						
c. Number and percent of participants purchasing a home with accumulated savings						
d. Number and percent of participants purchasing other assets with accumulated savings						

In the row below, please include any additional indicators for NPI 1.3 that were not captured above.

--	--	--	--	--	--	--

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 1:

Low-income people become more self-sufficient.

This space is to record any significant narrative information for national goal 1, as requested by the *NPI Instruction Manual*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Goal 2: The conditions in which low-income people live are improved.

NPI 2.3: Community Engagement

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 2.3	1 Total Contribution by Community Projected for Contract Period (#)	2 Total Contribution by Community in Reporting Period (#)
Community Engagement The number of community members working with Community Action to improve conditions in the community.		
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives		
B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)		
In the row below, please include any additional indicators for NPI 2.3 that were not captured above.		

Goal 2: The conditions in which low-income people live are improved.

NPI 2.4: Employment Growth from ARRA Funds

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 2.4	1 Number of Jobs Projected for Contract Period (#)	2 Number of Jobs in Reporting Period (#)
Employment Growth from ARRA Funds The total number of jobs created or saved, at least in part by ARRA funds, in the community.		
A. Jobs created at least in part by ARRA funds		
B. Jobs saved at least in part by ARRA funds		
In the row below, please include any additional indicators for NPI 2.4 that were not captured above.		

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 2:

The Conditions in which low-income people live are improved.

This space is to record any significant narrative information for national goal 2, as requested by the *NPI Instruction Manual*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Goal 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 3.2	1	2
Community Empowerment through Maximum Feasible Participation	Number of Low-Income People Projected for Contract Period (#)	Number of Low-Income People Achieved in Reporting Period (#)
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:		
A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts		
B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance		
C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance		
D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action		
<i>In the row below, please include any additional indicators for NPI 3.2 that were not captured above.</i>		

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 3:

Low-income people own a stake in their community.

This space is to record any significant narrative information for national goal 3, as requested by the *NPI Instruction Manual*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 6.1	1	2
Independent Living The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:	Number of Vulnerable Individuals Living Independently Projected to be Served for Contract Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over.</i>)		
B. Individuals with Disabilities		
Ages a. 0-17		
b. 18-54		
c. 55-over		

In the row below, please include any additional indicators for NPI 6.1 that were not captured above.

--	--	--

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 6.2 Emergency Assistance The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:	1 Number of Individuals Projected to be Served for Contract Period (#)	2 Number of Individuals Seeking Assistance in Reporting Period (#)	3 Number of Individuals Receiving Assistance in Reporting Period (#)
A. Emergency Food - for the purposes of this reporting, please provide the number of individuals receiving such assistance, not the number of units of service they received.			
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources			
C. Emergency Rent or Mortgage Assistance			
D. Emergency Car or Home Repair (i.e. structural, appliance, heating systems, etc.)			
E. Emergency Temporary Shelter			
F. Emergency Medical Care			
G. Emergency Protection from Violence			
H. Emergency Legal Assistance			
I. Emergency Transportation			
J. Emergency Disaster Relief			
K. Emergency Clothing			

In the row below, please include any additional indicators for NPI 6.2 that were not captured above.

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Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 6:

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

This space is to record any significant narrative information for national goal 6, as requested by the *NPI Instruction Manual*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.